

Our organisational structure is developed around five key areas: Community Strengthening; City Futures; Corporate Development; Office of the Chief Information Officer; and Strategy, Advocacy and Growth.

This role is within the Corporate Development Directorate which consists of four functional streams: People and Change; Finance and Procurement; Communications and Customer Experience; and Governance, Legal and Risk.

## Position Overview

The Manager Governance, Legal and Risk is a key leadership role within our diverse local council and our Corporate Development Directorate. Reporting directly to the Executive Director Corporate Development, this position ensures that Council meets all governance statutory obligations.

Success in this role would be that Council is compliant with all governance and related legislative requirements and in doing so continues to make a vital contribution to the social, cultural, economic, educational and health and wellbeing development of our great City.

As leader of this key department, the Manager will achieve excellence through partnerships across the organisation and externally to deliver Council goals and objectives.

### Directorate

Corporate Development

### Classification

Senior Officer

### Reports to

Executive Director Corporate Development

### Direct Reports

- Community Facilities Property Officer
- Risk Management Consultant
- Governance Coordinator
- Senior Commercial Property Officer
- Mayor and Councillors Office Coordinator
- Records Coordinator
- Child Safety Compliance Officer

### Liaison

Executive Team, Managers & Leaders

CEO

Councillors

Audit and Risk Committee

Other managers and staff across Council

Residents/ratepayers/business owners

Municipal/regional bodies

Community agencies, bodies and groups

Contractors

State/Federal Government Departments

Local Government Associations

Industry bodies and organisations

Employer bodies and unions

Community groups

Professional consultants

## Key Competencies

- Political and Commercial Acumen
- Leadership and Vision
- Strategic and business planning
- Project and change management
- Stakeholder and customer engagement
- Compliance and governance
- Financial acumen including forecasting, planning, analysis and budgeting
- Community development and advocacy

## Key Selection Criteria

1. Relevant degree qualifications in Business Management or a related field.
2. Demonstrated experience leading functionally diverse teams, specifically in the areas of governance, child safety, records, property and risk management.
3. A working knowledge of Child Safety Standards, effective 1 July 2022.
4. Demonstrated ability coordinating the activities, procedures and documentation required to meet a broad range of Governance requirements of large a public sector organisation.
5. Demonstrated ability to translate strategy into achievable action plans and outcomes.
6. A commitment to ongoing professional development of themselves and team to ensure currency of knowledge.
7. Demonstrated ability to deliver quality, timely, relevant and professional written and verbal communication including the preparation of reports and budgets.
8. Demonstrated experience working with Audit and Risk Committees or equivalent.
9. Demonstrated ability maintaining confidentiality and managing sensitive issues and information.
10. Working knowledge of, or demonstrated capacity to quickly develop knowledge of, the compliance obligations as prescribed in the Local Government Act.
11. Capacity to serve as the organisation's Privacy Officer and Protected Disclosure Officer.
12. A current (and ongoing) valid Victorian Drivers Licence as well as satisfactory (and ongoing) Police Check and Working with Children Check supplied prior to offer of employment and commencement.

## Key Responsibilities

### 1. Governance Functions

- Oversee the effectiveness and professionalism of providing Agendas and Minutes for Council meetings, Briefing Sessions, and the Audit and Risk Advisory Committee.
- Serve as the Information Privacy Officer and Protected Disclosure Officer for the organization.
- Manage the Council election process, ensuring statutory compliance and liaising with the electoral contractor.
- Develop and implement the new Councillor induction and annual professional development programs.
- Support the Mayor and Councillors in delivering services to the community.
- Ensure efficient and effective organization and conduct of Citizenship Ceremonies.
- Oversee capital improvement projects, from investigation and quotes to application and implementation.

### 2. Commercial Property Functions

- Manage the leasing, maintenance, and servicing of Council's commercial properties to maximize returns and efficiency.
- Maintain and ensure the accessibility, accuracy, and compliance of Council's commercial property database.

### 3. Community Property Functions

- Manage the leasing, maintenance, and servicing of Council's community properties to maximize community support and impact, with consideration to appropriate returns and efficiency.
- Maintain and ensure the accessibility, accuracy, and compliance of Council's community property database.

### 4. Records Management Functions

- Develop and implement an effective Records Management Strategy supporting Council operations.
- Ensure compliance with records management regulations.

## **5. Process, System and Statistics Integration**

- Review and develop system requirements for Legislative Compliance Software, Agenda Management software, EDRMS, and other relevant systems for Governance, Commercial Property, Community Property, Risk and Records Management Units.

## **6. Risk Management**

- Lead and implement Council's adopted Risk Management Strategy and Program.
- Continuously develop the organisation's risk culture, by creating awareness and processes that reflect best practice risk management in Council's environment.
- Establish effective operational procedures for claims management,
- Establish a business partnering model where data led insights inform operational performance improvements, where required.
- Facilitate and promote awareness and responsibility for Risk Management across the organisation.

## **7. Child Safety**

- Lead the ongoing development and implementation of a Child Safe program to ensure Council is compliant with the required standards and legislation.
- Work collaboratively across all Council operations to ensure Child Safety awareness is high amongst staff and processes are in place.
- Provide education and support to further strengthen and maintain the organisation's child safe culture.

## **8. Legal Services**

- Lead the development of legal services and resources within Council ensuring a cost effective and centre led approach is taken.

## **9. Administration**

- Develop and monitor annual budgets to meet corporate objectives.
- Manage delegated contracts according to specifications and the Council's contract management system.
- Develop annual business plans for Governance, Commercial Property, Community Property, Risk and Records Management, and coordinate reporting against targets.
- Prepare and submit timely reports on activities for Council or management consideration.
- Oversee the Governance team's administrative requirements.
- Ensure all Governance statutory registers are properly maintained.

## **10. Leadership**

- Provide daily leadership, management and direction.
- Coach, support and motivate staff nurturing an environment of high morale and effective cross discipline teamwork.
- Lead strategic community engagement activities.
- Challenge conventional practices and advocate for innovation.

## **11. Management**

- Ensure effective management ensuring alignment of budgets with strategic plans and maintain financial compliance
- Promote a safety-focused work environment
- Encourage a customer service excellence focus where the customer experience is at its core
- Offer professional advice in relation to all department activities
- Ensure timely completion of all reporting

## 12. Planning

- Guide strategic planning and resource utilisation.
- Lead the development and implementation of business planning activities across the department.

## 13. Project & contract management

- Oversee and monitor projects and project management arrangements and activities for departmental projects.
- Support project implementation and report outcomes as required.
- Efficiently manage contracts, leases and service agreements.
- Prepare and review tender specifications and performance indicators.

## 14. Service development

- Oversee service development and maintain high standards of customer experience.
- Engage in actions and activities to ensure Council's cultural, arts and library facilities are safe, welcoming and responsive to the needs of a diverse and complex community.

## Core Organisational Capabilities

Our Core Capability framework helps everyone succeed and develop for their current and future positions: Relationship Management, Planning & Organising, People Development, Future Focused Organisation, Outcome Orientation, Service Focus, Self-Management, Safety, Health & Wellbeing.

## REACH Values

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold.

**Respectful – Engaged – Accountable – Creative – Honest**

## Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

<b>Emergency Management</b>	<ul style="list-style-type: none"><li>• Help Council fulfil its emergency management obligations by assisting in emergency management activities as required</li></ul>
<b>Child Safety</b>	<ul style="list-style-type: none"><li>• Understand obligations and act in an appropriate manner with and around children</li><li>• Promote positive work practices with children</li><li>• Establish boundaries around acceptable and unacceptable behaviour in relation to children</li><li>• Adhere to reporting obligations where there is suspected or discovered child abuse</li></ul>
<b>Climate Change &amp; Sustainability</b>	<ul style="list-style-type: none"><li>• Help support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.</li></ul>
<b>Compliance</b>	<ul style="list-style-type: none"><li>• Remain mindful of the requirements of the Victorian Charter of Human Rights at all times</li><li>• Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.</li><li>• Perform other duties as directed within the limits of acquired skills, knowledge, and training.</li><li>• At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees.</li></ul>

	<ul style="list-style-type: none"> <li>At all times, comply with Council's Code of Conduct - Staff.</li> </ul>
<b>Diversity, inclusion and equity</b>	<ul style="list-style-type: none"> <li>Demonstrate an understanding of and the ability to work with, diversity in the workplace, including: <ul style="list-style-type: none"> <li>zero tolerance of racism and expectations that staff will act on incidents of racism</li> <li>supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.</li> </ul> </li> </ul>
<b>Gender Equality</b>	<ul style="list-style-type: none"> <li>Prevent and address violence against women and workplace sexual harassment, including by modelling acceptable behaviour, responding decisively to improper conduct and properly managing initial disclosures</li> </ul>

## Accountability and Extent of Authority/Judgement & Decision Making

- Oversee the Governance, Commercial Property, Community Property, Risk and Records Management units, ensuring comprehensive information and support delivery within legislative and corporate guidelines, agreed timeframes, and service standards.
- Manage these units according to organisational goals, policies, legislation, and periodic reviews to ensure alignment with Business Unit Plan goals and budget adherence.
- Make decisions on daily and ongoing operations, and coordinate Governance, Commercial Property, and Records Management staff and responsibilities.
- Implement improvements to work systems, procedures, and unit activities from a range of options.
- Develop policy options for consideration by the Executive Director Corporate Development and Executive Team.
- Provide advice and counsel for guiding Governance policies with substantial organisational and community impact.
- Operate under broad direction from the Executive Director Corporate Development, ensuring all decisions comply with legislative guidelines.

## Attributes & Skills

- Proven ability to persuade, influence, negotiate and advocate.
- Strong change management expertise, with the ability to foster a culture of innovation and cohesion in a multi-disciplinary environment.
- Outstanding ability to communicate verbally and in writing, using variety of mediums.
- Self-organised and self-directed.
- Demonstrated maturity and calmness under pressure.
- Tact, diplomacy and political astuteness.
- Proven ability to be proactive and manage competing demands.
- A passion for community service/development.
- Inclusive leadership and management style with the ability to effectively engage with a wide range of stakeholders and diverse opinions .

## Verification & Approvals

	Name	Signature	Date
<b>Executive Director Corporate Development</b>	Andrew Foley		
<b>Occupant</b>			